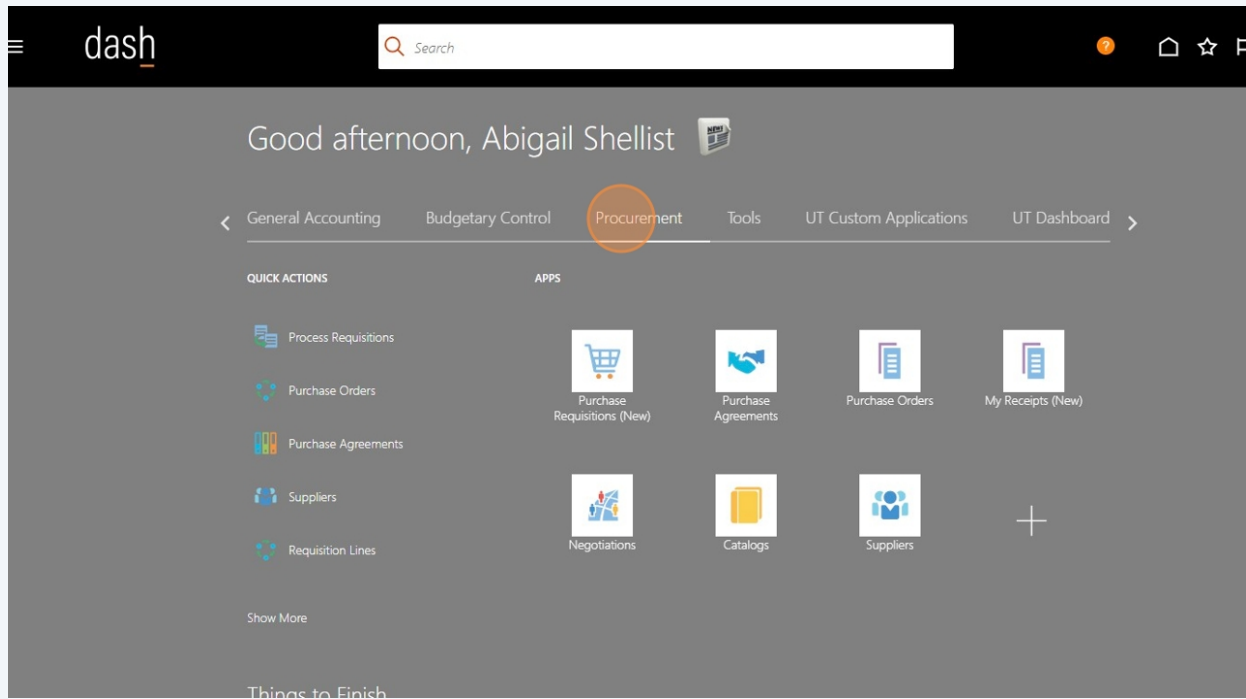


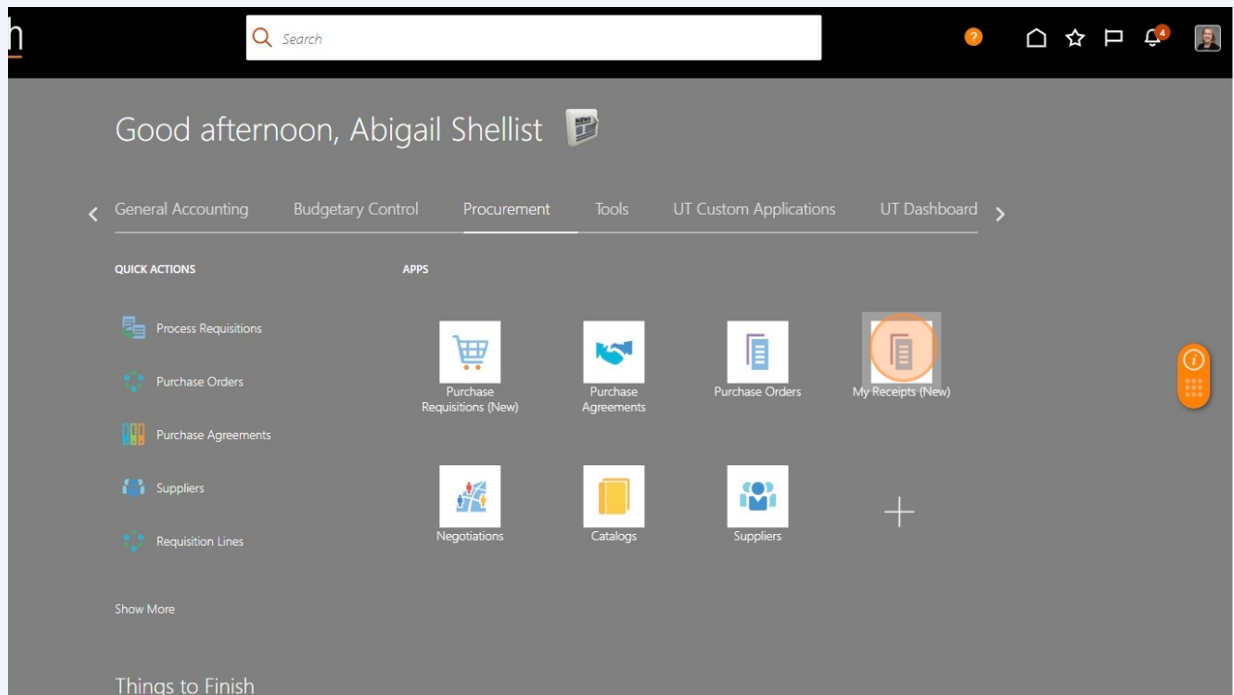
# Update Receipt

You may have accidentally received an item that you wish to "un receive"

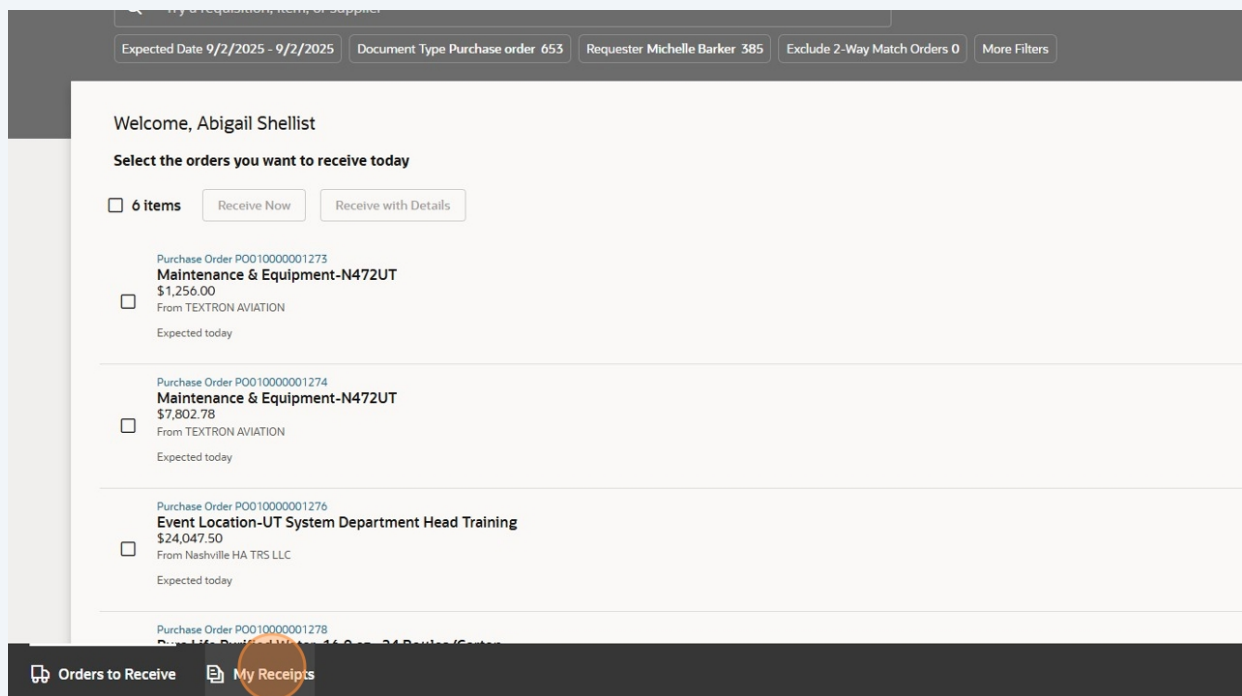
1 Click "Procurement"



## 2 Click My Receipts



## 3 Click "My Receipts"



4

Change the requester's name to the name that ordered the item you need to un receive

dash

My Receipts UT System BU

Try a receipt, item, or supplier

Receipt Date 9/2/2025 - 9/2/2025 Document Type Purchase order 1174 Received By Allison Keasling 472 Requisition REQ0100000130 43 More Filters

Welcome, Abigail Shellist

Select the receipts that you want to return or update

☐ 5 items Return Update Download

Receipt 1001128  
☐ Umbrella Liability and General Liability Coverage Premiums for August 1, 2025- August 1, 2026  
\$19,750.00  
From Aon Risk Services South, Inc.  
Received today

Receipt 1001127  
☐ Huron CINV-00105109 HGA Milestone 2 Aug 2025 \$468,000.00  
\$468,000.00  
From Huron Consulting Group, Inc  
Received today

Receipt 1001127  
☐ Huron CINV-001004413 HGA PM Fees July 2025  
\$10,835.50  
From Huron Consulting Group, Inc  
Received today

5

Click the name to bring it into the search bar

dash

My Receipts UT System BU

Try a receipt, item, or supplier

Receipt Date 9/2/2025 - 9/2/2025 Document Type Purchase order 472 Requisition REQ0100001054 6 Recent receipts 32 Received today 4

472 results

Select the receipts that you want to return or update

☐ 472 items Return Update

Receipt 1001127  
☐ Huron CINV-00105109 HGA Milestone 2 Aug 2025 \$468,000.00  
\$468,000.00  
From Huron Consulting Group, Inc  
Received today

Receipt 1001127  
☐ Huron CINV-001004413 HGA PM Fees July 2025  
\$10,835.50  
From Huron Consulting Group, Inc  
Received today

Receipt 1001127  
☐ Huron CINV-00104379 Safety June PM Fees \$18,907.20  
\$18,907.20  
From Huron Consulting Group, Inc  
Received today

## 6 Type in the correct name

The screenshot shows the 'dash' application interface. At the top, there is a navigation bar with a hamburger menu icon and the word 'dash'. Below this is a section titled 'My Receipts UT System BU'. A search bar is present with the text 'Received By Allison Keasling' and a dropdown arrow. Below the search bar, there are several buttons: 'Purchase order 472', 'Requisition REQ0100001054 6', 'Recent receipts 32', and 'Received today 4'. A dropdown menu is open, showing 'Allison Keasling (472)'. Below the dropdown, there is a section titled '472 results' and a sub-section titled 'Select the receipts that you want to return or update'. There are two buttons: 'Return' and 'Update'. Below these buttons, there are three receipt items, each with a checkbox and a description:

- ☐ Receipt 1001127  
**Huron CINV-00105109 HGA Milestone 2 Aug 2025 \$468,000.00**  
From Huron Consulting Group, Inc  
Received today
- ☐ Receipt 1001127  
**Huron CINV-001004413 HGA PM Fees July 2025 \$10,835.50**  
From Huron Consulting Group, Inc  
Received today
- ☐ Receipt 1001127  
**Huron CINV-00104379 Safety June PM Fees \$18,907.20**  
From Huron Consulting Group, Inc  
Received today

## 7 Choose the name from the dropdown

The screenshot shows the 'dash' application interface. At the top, there is a navigation bar with a hamburger menu icon and the word 'dash'. Below this is a section titled 'My Receipts UT System BU'. A search bar is present with the text 'Received By Allison Keasling' and a dropdown arrow. Below the search bar, there are several buttons: 'Purchase order 472', 'Requisition REQ0100001054 6', 'Recent receipts 32', and 'Received today 4'. A dropdown menu is open, showing 'Abigail Shellist (13)'. Below the dropdown, there is a section titled '472 result' and a sub-section titled 'Select the receipts that you want to return or update'. There are two buttons: 'Return' and 'Update'. Below these buttons, there are three receipt items, each with a checkbox and a description:

- ☐ Receipt 1001127  
**Huron CINV-00105109 HGA Milestone 2 Aug 2025 \$468,000.00**  
From Huron Consulting Group, Inc  
Received today
- ☐ Receipt 1001127  
**Huron CINV-001004413 HGA PM Fees July 2025 \$10,835.50**  
From Huron Consulting Group, Inc  
Received today
- ☐ Receipt 1001127  
**Huron CINV-00104379 Safety June PM Fees \$18,907.20**  
From Huron Consulting Group, Inc  
Received today

## 8 Click the link to the item you want to un receive

**My Receipts** UT System BU ▾

Received By **Abigail Shellist** × Try a receipt, item, or supplier

Receipt **Abigail Shellist (13)** Purchase order 13 Requisition REQ0100001070 5 Recent receipts 2 Received today 1

13 results

Select the receipts that you want to return or update

☐ 13 items Return Update

☐ **Receipt 1001128**  
**Umbrella Liability and General Liability Coverage Premiums for August 1, 2025- August 1, 2026**  
\$19,750.00  
From Aon Risk Services South, Inc.  
Received today

☐ **Receipt 1001071**  
**Staples HD Flipchart/Easel, Aluminum (28221US/50450US)**  
1 Each  
From STAPLES INC  
Received on 8/5/2025

☐ **Receipt 1001022**  
**Staples Stickies Easel Pad, 25" x 30", 30 Sheets/Pad, 2 Pads/Pack (23447)**  
1 Pack  
From STAPLES INC  
Received on 7/24/2025

☐ **Receipt 1001021**  
**Sharpie Flip Chart Tank Permanent Marker, Bullet Tip, Assorted, 8/Pack (22480)**

## 9 Click the pencil

**dash**

< **Receipt 1001128**

**Umbrella Liability and General Liability Coverage Premiums for August 1, 2025- August 1, 2026**

Supplier: Aon Risk Services South, Inc. Order Amount: \$19,750.00

**Receipt details**

Received Amount: \$19,750.00  Receipt Date: 9/2/2025 4:20 PM

Services aren't eligible for returns

**Attachments**

No attachments were added to this receipt.

**Additional details**

Notes

## 10 In the revised amount I can change it to zero

Umbrella Liability and General Liability Coverage Premiums for August 1, 2025-  
August 1, 2026

Order Amount

Order Amount  
\$50.00

Details aren't eligible for returns

Attachments

No attachments were added to this receipt

Additional details

Additional information

Value

### Update details of your receipt

Revised Amount  
0

Date Revised  
9/2/2025 4:21 PM

Required

Cancel Update

## 11 Click "Update"

Umbrella Liability and General Liability Coverage Premiums for August 1, 2025-  
August 1, 2026

Order Amount  
\$10,750.00

Details aren't eligible for returns

Attachments

No attachments were added to this receipt

Additional details

Additional information

Value

Details

### Update details of your receipt

Revised Amount  
\$0.00

Date Revised  
9/2/2025 4:21 PM

Cancel Update

## 12 Click the arrow next to the receipt

**dash**

**< Receipt 1001128**

Go back

**Umbrella Liability and General Liability Coverage Premiums for August 1, 2025- August 1, 2026**

Supplier: Aon Risk Services South, Inc. Order Amount: \$19,750.00

**Receipt details**

Received Amount: \$19,750.00 Receipt Date: 9/2/2025 4:20 PM

Services aren't eligible for returns

**Attachments**

No attachments were added to this receipt.

**Additional details**

Notes

## 13 Click "Orders to Receive"

Receipt Date 9/2/2025 - 9/2/2025 Document Type Purchase order 13 Requisition REQ0100001070 5 Recent receipts 2 Received today 1

13 results

Select the receipts that you want to return or update

☐ 13 items Return Update

☐ Receipt 1001128  
**Umbrella Liability and General Liability Coverage Premiums for August 1, 2025- August 1, 2026**  
\$0.00  
From Aon Risk Services South, Inc.  
Received today

☐ Receipt 1001071  
**Staples HD Flipchart/Easel, Aluminum (28221US/50450US)**  
1 Each  
From STAPLES INC  
Received on 8/5/2025

☐ Receipt 1001022  
**Staples Stickies Easel Pad, 25" x 30", 30 Sheets/Pad, 2 Pads/Pack (23447)**  
1 Pack  
From STAPLES INC  
Received on 7/24/2025

☐ Receipt 1001021  
**Sharpie Flip Chart Tank Permanent Marker, Bullet Tip, Assorted, 8/Pack (22480)**  
1 Pack  
From STAPLES INC

**Orders to Receive** My Receipts

## 14 Change the requester to the correct name

**dash**

**Orders to Receive** UT System BU ▾

Try a requisition, item, or supplier

Expected Date 9/2/2025 - 9/2/2025 Document Type Purchase order 654 Requester Michelle Barker 385 Exclude 2-Way Match Orders 0 More Filters

Welcome, Abigail Shellist

Select the orders you want to receive today

☐ 6 items Receive Now Receive with Details

☐ Purchase Order PO010000001278  
**Pure Life Purified Water, 16.9 oz., 24 Bottles/Carton...**  
2 Carton  
From STAPLES INC  
Expected today

☐ Purchase Order PO010000001278  
**Starbucks Caffè Verona Coffee Keurig K-Cup Pods, Dark...**  
1 Box  
From STAPLES INC  
Expected today

☐ Purchase Order PO010000001278  
**Avery Printable Laser/Inkjet Name Badge Insert Refills, 3"...**  
1 Box  
From STAPLES INC

## 15 Click this text field.

**dash**

**Orders to Receive** UT System BU ▾

Try a requisition, item, or supplier

Expected Date 9/2/2025 - 9/2/2025 Document Type Purchase order 385 Exclude 2-Way Match Orders 0 Purchase Order PO010000000003 1 More Filters

Michelle Barker (385)

385 results

Select the orders you want to receive today

☐ 385 items Receive Now Receive with Details

☐ Purchase Order PO010000000003  
**Legal Services**  
\$18,615.00  
From Bond, Schoeneck & King, PLLC  
Expected on 1/9/2025

☐ Purchase Order PO010000000005  
**Legal Services**  
\$12,595.00  
From BARNES & THORNBURG LLP  
Expected on 1/9/2025

☐ Purchase Order PO010000000008  
**UT Promise Communications/Tracking**  
\$2,880.19  
From Cloud Creations Inc  
Expected on 1/9/2025

## 16 Click "Abigail Shellist (1)"

The screenshot shows the 'dash' system interface. At the top, there's a search bar with 'Requester Michelle Barker' and a search button. Below the search bar, there's a dropdown menu with 'shellist' selected. The search results show 385 results. An orange circle highlights the 'Abigail Shellist (1)' link in the dropdown menu. Below the search bar, there's a section titled 'Orders to Receive UT System BU'. It shows a list of items with checkboxes and buttons to 'Receive Now' or 'Receive with Details'. The items listed are:

- Purchase Order PO010000000003  
**Legal Services**  
\$18,615.00  
From Bond, Schoeneck & King, PLLC  
Expected on 1/9/2025
- Purchase Order PO010000000005  
**Legal Services**  
\$12,595.00  
From BARNES & THORNBURG LLP  
Expected on 1/9/2025
- Purchase Order PO010000000008  
**UT Promise Communications/Tracking**  
\$2,880.19  
From Cloud Creations Inc  
Expected on 1/9/2025

## 17 Now I see that this has been unreceived and is now waiting to be received.

The screenshot shows the 'dash' system interface. At the top, there's a search bar with 'Requester Michelle Barker' and a search button. Below the search bar, there's a dropdown menu with 'Abigail Shellist (1)' selected. The search results show 1 result. An orange circle highlights the 'Umbrella Liability and General Liability Coverage Premium' item. Below the search bar, there's a section titled 'Orders to Receive UT System BU'. It shows a list of items with checkboxes and buttons to 'Receive Now' or 'Receive with Details'. The item listed is:

- Purchase Order PO010000001277  
**Umbrella Liability and General Liability Coverage Premium**  
\$19,750.00  
From Aon Risk Services South, Inc.  
Expected on 8/28/2025



Alert! You can also return an item or line that you will not ever be receiving (example: order cancelled) or you can change the quantity of items. In the case below, I am changing from a quantity of 3 (my original order) to a quantity of 2.

## 18 Click "Revised Quantity" and enter the number you will be receiving

**les 1" 3-Ring View Binder, White (ST23735-CC)**

Order Quantity  
3 Each

**Update details of your receipt**

Revised Quantity  
2

Enter a number greater than or equal to 0.

Date Revised  
9/2/2025 4:23 PM

Cancel Update

## 19 Click "Update"

**Staples 1" 3-Ring View Binder, White (ST23735-CC)**

Supplier: STAPLES INC

Order Quantity: 3 Each

**Receipt details**

Received Quantity: 2 Each

Not happy with the item?

**Attachments**

No attachments were added to this receipt.

**Additional details**

Tracking Number:

Packing Slip:

**Additional information**

Value:

**Update details of your receipt**

Revised Quantity: 2

Date Revised: 9/2/2025 4:23 PM

Cancel Update

## 20 If you will never receive an item, you can click on "return"

**Receipt 1000887**

**Staples 1" 3-Ring View Binder, White (ST23735-CC)**

Supplier: STAPLES INC

Order Quantity: 3 Each

**Receipt details**

Received Quantity: 2 Each

Receipt Date: 6/25/2025 11:54 AM

**Not happy with the item?**

Return

**Attachments**

No attachments were added to this receipt.

**Additional details**

Tracking Number:

Packing Slip:

Notes:

## 21 Click the "Notes" field and enter the reason

**Staples 1" 3-Ring View Binder, White (ST23735-CC)**

Received Quantity  
2 Each

Order Quantity  
3 Each

Receipt Date  
6/25/2025 11:54 AM

**Add details of your return**

Return Quantity  Required

Reason

RMA

Return Date  
9/2/2025 4:24 PM

☐ Create debit memo

Notes

## 22 See note below

**Staples 1" 3-Ring View Binder, White (ST23735-CC)**

Received Quantity  
2 Each

Order Quantity  
3 Each

Receipt Date  
6/25/2025 11:54 AM

**Add details of your return**

Return Quantity  Required

Reason

RMA

Return Date  
9/2/2025 4:24 PM

☐ Create debit memo

Notes  
supplier out of stock, order cancelled

202

23

Click "Return"

The screenshot shows a web interface for a return process. At the top, there's a header with a logo 'h' and a receipt number 'Receipt 1000887'. To the right of the receipt number are 'Cancel' and 'Return' buttons. The 'Return' button is highlighted with an orange circle. Below the header, the product name 'les 1" 3-Ring View Binder, White (ST23735-CC)' is displayed. To the right of the product name, the 'Receipt Date' is '6/25/2025 11:54 AM'. Below the product name, there are two rows of information: 'Order Quantity' is '3 Each' and 'Receipt Date' is '6/25/2025 11:54 AM'. Below this, there's a section titled 'details of your return'. It contains a 'Return Quantity' field with a dropdown arrow and a 'Required' label. To the right of the 'Return Quantity' field is a 'Reason' dropdown menu. To the right of the 'Reason' dropdown menu is an 'RMA' field. Below the 'Return Quantity' field is a 'Return Date' field with a calendar icon and a checkbox labeled 'Create debit memo'. Below the 'Return Date' field is a text area with the text 'Supplier out of stock, order cancelled' and a '202' label.

Receipt 1000887

Cancel Return

les 1" 3-Ring View Binder, White (ST23735-CC)

Order Quantity: 3 Each

Receipt Date: 6/25/2025 11:54 AM

details of your return

Return Quantity: [dropdown] Required

Reason: [dropdown]

RMA: [text field]

Return Date: 6/25/2025 4:24 PM [calendar icon] ☐ Create debit memo

Supplier out of stock, order cancelled

202